

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 of 9	
2. AMENDMENT/MODIFICATION NO. 0004		3. EFFECTIVE DATE June 23, 2003		4. REQUISITION/PURCHASE REQ. NO	
5. PROJECT NO. (If applicable) NAS Kingsville, TX		6. ISSUED BY DEFENSE ENERGY SUPPORT CENTER 8725 JOHN J. KINGMAN RD., SUITE 4950 FT. BELVOIR, VA 22060-6222 BUYER/SYMBOL: P. DACEY /DESC-FPB PHONE: 703-767-9343 FAX: 703-767-9338		7. ADMINISTERED BY (If other than Item 6) CODE	
8. NAME AND ADDRESS OF CONTRACTOR (NO., street,city,county,State,and ZIP Code)		9a. AMENDMENT OF SOLICITATION NO. SP0600-03-R-0003		9b. DATED (SEE ITEM 11) November 21, 2002	
BIDDER CODE		CAGE CODE:		10a. MODIFICATION OF CONTRACT/ORDER NO.	
				10b. DATED (SEE ITEM 13)	
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<p>[] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers [] is extended, [XX] is not extended</p> <p>Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copy of the amendment;(b) By acknowledging receipt of this amendment on each copy of the offer submitted; or(c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers.</p> <p>FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.</p>					
12. ACCOUNTING AND APPROPRIATION DATA (If required)					
THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14					
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b)					
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: MUTUAL AGREEMENT OF THE PARTIES					
D. OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor [] is not, [XXX] is required to sign this document and return <u>1</u> copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)					
<p>The Performance Work Statement for NAS Kingsville, TX is hereby amended by replacing pages 1 – 10 of the PWS with the new pages 1-10 dated 06/19/03. This amendment also reinstates the requirement for an Assistant Site Manager.</p> <p>Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.</p>					
15B. NAME OF CONTRACTOR/OFFEROR		15C. DATE SIGNED		16A. NAME OF CONTRACTING OFFICER BRIAN DeLONG	
BY _____ (Signature of person authorized to sign)				BY _____ (Signature of Contracting Officer)	
				16B. UNITED STATES OF AMERICA	
				16C. DATE SIGNED	

**SUMMARY OF CHANGES TO
Performance Work Statement (PWS)
SP0600-03-R-0003
Amendment 0004
NAS Kingsville, TX**

Section C-1.6.1, Workload, Page 4: The section has been updated to show the most current workload data, i.e., gallons to numbers of aircraft per month. A statement regarding ground fuel deliveries, scheduling, adding/deleting delivery requirements, and cost to the Government has also been added.

Section C-1.6.2.1, Air Show AVGAS Services, Page 4: A statement as to tasking and contractor responsibilities to provide total AVGAS support has been added.

Section C-1.7.1, Contractor Coverage, Page 5: The section has been changed to show more definitive airfield operating hours but that Table 1 meets or exceeds those hours and that the contractor will operate for the hours outline in Table 1.

Table 1, Hours of Operation, Page 6: Table 1 has been change to reinstall the assistant manager position. Further, the duty hours for Sundays and Holidays has been expanded to 1400-2300 hours.

Section C-1.9.1.5 and C-1.9.1.5.1, Assistant Site Manager and Collateral Duties, Page 7: The sections have been changed to reinstall the assistant manager position.

Section C-1.12, Information and Records Management, Page 10: A section defining contractor records management and ownership of information has been added.

C-1.4.10 Security Plan: A detailed plan as summarized in [Section C 2.15](#) shall clearly identify Contractor responsibility for maintaining the security of Government facilities, equipment, and materials, as well as any Contractor furnished equipment, tools, and materials. *The Security Plan shall be submitted to the contracted activity within 60 days after contract award.*

C-1.4.11 Training Plan: The Contractor shall publish a comprehensive plan outlining training requirements and objectives, see [Section C-2.13](#). It shall list course and subject titles, provide a brief description of the subject, identify training sources and the employees to be trained (by job classification), establish the frequency of training, and detail the method of monitoring plan compliance. Training required by state and local governments, i.e., Marine Terminal Operator, shall also be included. *See Section L, Instructions, Conditions, and Notices to Offers or Quoters, Clause L2.31, regarding the submission of a summary Training Plan. The complete training plan shall be provided to the contracted activity during the contract turnover.*

C-1.5 Contract Turnover

C-1.5.1 Assistance: In the event of a Contractor change and contract turnover, the successor Contractor shall, during the last 72 hours of the expiring contract, be provided assistance by the outgoing Contractor and the COR in accomplishing a joint facilities turnover inspection. The inspection shall provide for a facilities walk-through and property inventory (validation/update of [Appendixes A](#) and [B](#)), product sampling and testing, and a complete product inventory.

C-1.5.2 Access: On contract award, the successor contractor shall be granted access to the base and all contracted facilities to survey those facilities and observe operations necessary to the drafting of the detailed plans required under [Section C-1.4](#) above. During the last two weeks of the expiring contract, the outgoing Contractor shall permit personnel of the successor Contractor access to all contracted facilities to observe operations.

C-1.6 Planning Information

C-1.6.1 Workload. Based on the workload data provided herein, the Contractor should plan to issue approximately **745,000 gallons** of jet fuel to some **2200 aircraft** per month at NAS Kingsville; however, workload surges of **1,200,000 gallons** (July 1998) to as many as **2800 aircraft** (March 1999) have occurred. Furthermore, a relatively stable workload of **41,000 gallons** of jet fuel to **120 aircraft** per month is the average at NALF Orange Grove; however, as much as **86,000 gallons** (March 1998) of jet fuel has been issued to as many as **314 aircraft** (August 1999) in a month. *The Contractor should also plan to undertake, as outlined herein, ground fuel delivery operations as defined by and within the time frames established by [Table 1, Hours of Operation](#). However, with regard to those tasks, the Government reserves the right to reprioritize/redirect such operations, change established schedules, add/delete delivery points as may be required by the Government and directed by the COR without charge to the contract or cost to the Government.*

C-1.6.2 Information: Workload information for specific fuel services, i.e., receipts of products, ground fuel deliveries, and other workload factors, are quantified in the workload tables of [Section C-2.0, Specific Tasks](#). In addition, the exhibits to this PWS provide a more detailed view of jet fuel receipts and issues, and fuel services by truck in terms of total services and average daily workload. It is historic information provided to serve as the planning baseline for the fuel services functions. Based on the historic information provided, real time flight operations schedules, aircraft/squadron deployment, recovery, and exercise schedules, and air show/public exhibit schedules provided by the base, the Contractor shall be responsible for adjusting personnel and equipment levels to meet day-to-day workload requirements, planned exercises, and other real time workload variances that affect fuel services operations. As an aid to the Contractor, the contracted activity will, to the extent possible and practical, identify all known and scheduled events the contractor will be responsible for supporting and provide the Contractor schedules, correspondence, and message traffic regarding all such events.

C-1.6.2.1 Air Show AVGAS Services: NAS Kingsville may, on occasion, sponsor an air show. Given the air show dates and base/COR tasking as outlined in [Section C-4.2, Services requiring a Task Order](#), the contractor shall, by whatever means deemed most cost effective to the Navy, plan for and support all AVGAS requirements. The Contractor shall provide the equipment, See [Section C-3.1.3, Refuelers](#), (less relaxation chambers if other than in place equipment is used) or sub-contract for the services required. In either case, the Contractor shall arrange for the quality surveillance of the product supplied, the servicing of aircraft as required, the post air show disposition of residual product, and the disposition (removal from the base) of contractor provided/sub-contracted equipment.

C-1.6.2 Outlook. Discussions with Air Operations and Fuels Management regarding the current and future mission of NAS Kingsville and NALF Orange Grove indicate approximately 15 additional T-45 airframes will be assigned to NAS Kingsville over the course of this contract period. The addition of these aircraft is not seen as a substantial increase in fuel services workload at NAS Kingsville. With regard to NALF Orange Grove, the addition of aircraft parking area is seen as a precursor to increased activity there, i.e., increased transient T-34 and T-44 traffic from NAS Corpus Christi. However, the extent of that increase is unknown as yet. In addition, it should be noted that the entire fuel system, tanks, receipt and issue facilities, refueler parking, and the administrative and laboratory buildings are scheduled to be replaced beginning in FY05. To the extent to which these projects will affect the contractor is unknown; however, the end result should simplify fuel operation at NAS Kingsville. This statements and outlook do not preclude future fundamental changes in mission, flight-training schedules, and assigned units as may be undertaken by the Department of Defense, the Navy, or other agencies that may be tasked to operated from NAS Kingsville. The Contractor will be notified as the requirement for long-term changes are made known and contract adjustments are deemed appropriate.

C-1.7 Operating Hours

C-1.7.1 Contractor Coverage: As published in the Flight Information Supplement (FLIP), airfield operating hours for NAS Kingsville are 0700 to 2300 Monday through Thursday, 0700 to 1900 hours Friday, and 1400 to 2100 Sunday. The airfield is closed on Saturdays and Federal holidays. Airfield operating hours for NALF Orange Grove are 0730 to 1530 Monday through Thursday and 0730 to 1330 on Fridays. NALF Orange Grove is closed Saturdays, Sundays, and all Federal holidays. As a rule, [Table 1, Hours of Operation](#), establishes fuel services operating hours that meet or exceed the published airfield-operating window. The Contractor shall provide fuel support services for the aforementioned hours, or as specified in [Table 1, Hours of Operation](#), which ever is more demanding, within the response times established in [Section C-2.2.2.2, Response](#). However, the Contractor shall be fully capable of responding to demands for all fuel support and services at either location, anytime, 24 hours per day, year-round.

NOTE

As used above, “shall be fully capable of,” should not be construed to mean or imply a requirement for full time staffing outside normal airfield operating hours or those hours specified in [Table 1, Hours of Operation](#), below. See the note following [Section C-2.2.2.2, Response](#).

C-1.7.2 Labor Categories: Offers shall include all labor associated with all specified operations in the price for the appropriate Contract Line Item Number (CLIN). Work that is considered outside of normal operating hours, i.e., the servicing of aircraft outside the hours specified in [Table 1, Hours of Operation](#), and deemed necessary by the local command or real time contingencies, will be reimbursable as outlined in [Section C-4.3, Augmentation](#). The Government will reimburse the contractor only for approved augmentation worked by “service personnel,” as described in [Section C-1.9.2, Service Personnel](#). Essential personnel as listed in [Section C-1.9.1, Essential Personnel](#), are a part of the Contractor’s Management Team and shall not be considered to be “service personnel” as defined by [Section I, Clause I100, Service Contract Act of 1965](#), as amended.

C-1.7.3 Hours of Operation: The following is a table of petroleum functions for which the Contractor shall be responsible. The table clearly specifies the days of the week and hours of the day each function shall be manned with qualified personnel and fully capable of accomplishing the assigned workload and/or performing common operator tasks necessary to assist other persons or parties that may be tasked to survey, inspect, monitor, adjust, refurbish, repair, or replace the equipment, systems, or facilities applicable to a function. Tasks commonly associated with a given function, tank truck receipts at storage for example, will normally be accomplished within the hours specified. Empty cells indicate that a function is not normally manned for the day(s) indicated by the column heading.

NOTE

The following table defines the time/hours of operation for which the Contractor shall be responsible for providing immediate fuel support, not the level of manning required to satisfy that support requirement.

Table 1 **Hours of Operation**

Function ⁽¹⁾	Monday-Friday	Saturday	Sunday/Holidays
Site Manager (SM)	Duties as Required		
Assistant Site Manager (ASM)	Duties as Required		
Aircraft Fuel Servicing ⁽²⁾ (D/SO)	0000-2400	As Required ⁽³⁾	1400-2300 ⁽⁴⁾
Ground Fuel Delivery ⁽⁵⁾ (D/SO)	0730-1600		
Fuel Dispatch (D/CO)	0700-2300 ⁽⁶⁾		
Bulk Fuel Storage ⁽⁷⁾ (FDSO/FDSM)	0700-1600		
Aircraft Fuel Servicing Ops, NALF Orange Grove ⁽⁸⁾ (D/SO)	0800-1630		

- (1) The entry following the functional description is the code for the employee/worker that would normally fill the position applicable to that function. See [Section C-1.9.1, Essential Personnel](#), and [Section C-1.9.2, Service Personnel](#). An indented line of activity indicates it is or may be a collateral duty of the preceding line. The specific time segments, i.e., Ground Fuel Delivery, Monday-Friday, 0730-1600, are provided for basic planning purposes and should not be construed to mean or imply that the function is undertaken only for the specified time indicated. As noted in [Section C-1.7.1, Contract Coverage](#), “the Contractor shall be fully capable of responding to demands for all fuel support and services anytime, 24 hours per day, year-round.”
- (2) Includes all mobile (truck) cold refueling/defueling of aircraft and support equipment. Personnel assigned may include drivers, system operators, a mechanic, and other skilled personnel required and necessary to satisfy aircraft fuel servicing demands and other collateral duties identified herein.
- (3) Should they occur, requests for aircraft fuel services on Saturday shall be met within two hours window established in [Section C-2.2.2.2, Response](#), and the note thereto.
- (4) The Contractor shall provide Sunday/Holiday fuel support for the hours outlined above or as dictated by CNATRA Det., Maintenance Contracts, during the Tuesday maintenance meeting. Normally, the Sunday/Holiday shift shall be manned on Sunday if Monday is a regular workday or Monday (the holiday) is the following day is a regular workday. For planning purposes, the Contractor may allocate six (6) hours to the Sunday/Holiday work schedule; however, the real time schedule is subject to change at any given time.
- (5) May be a collateral duty to the drivers that provide aircraft refueling support.
- (6) Driver/operators assigned to the 2300-0700-weekday shift and the weekend work periods shall maintain manual logs in sufficient detail to facilitate accurate FAS input of fuel services rendered. The FAS trained dispatcher/computer operator shall input workload data to FAS at the start of the next duty day.
- (7) To include manning as may be required to conduct end-of-month/year inventories that fall on a Saturday, Sunday, or a holiday.
- (8) Driver/operators assigned to NALF Orange Grove shall be multi-functional, capable of working product receipt and storage, quality control to the extent of taking samples for visual examination and forwarding to the Government fuel laboratory, refueler operations, storage operation and equipment PM, inventory, and other fuel related duties as may be required to support the auxiliary field. Personnel assigned may be required to work flexible and offset shifts. For example, a two-man shift of 0700-1530 (first operator) and 0900-1730 (second operator) may be required to provide maximum fuel support coverable should extended hours of operation be required.

C-1.8 Staffing

C-1.8.1 General: The Contractor shall provide sufficient staffing to accomplish all petroleum receipt, storage, product handling, and issue operations, and all the related tasks identified in [Section C-2.0](#). The Contractor’s staffing shall be flexible and fully capable of meeting the demands of multiple aircraft servicing operations via mobile refuelers. Furthermore, staffing to undertake bulk fuel storage and distribution, limited quality surveillance and accounting, and other related services as outlined herein shall be provided.

C-1.8.1.1 Knowledge and Skills: The Contractor shall ensure that personnel assigned to all tasks have the requisite knowledge and skills to meet minimum performance standards for that task and comply with all applicable Federal and state laws, regulations, and code. All employees shall be able to read and understand English (be literate) to the extent they can understand and follow oral instructions/directions, read and understand instructions, directives, regulations, and operating procedures, detailed written orders, and training materials, and be capable of writing in English to compose reports that convey complete thoughts. All employees shall be capable of performing basic numeric operations (addition, subtraction, multiplication, and division) and the use of numbers as they relate to ledgers, logs, and forms, meters, gauges, and other measuring devices such as tapes, thermometers, and hydrometers.

C-1.8.1.2 Employment Standards: All Contractor employees and persons who may be hired to represent, perform on behalf of, or work under the cognizance of the Alongside Aircraft Refueling Contractor at NAS Kingsville shall comply with all Federal, DOD, Navy, and NAS Kingsville regulations, instructions, guidelines, and policy regarding employment at and entry to NAS Kingsville. The Contractor shall be responsible for keeping abreast of and ensuring employee adherence with the DOD and base regulations and policy relevant to the presents of employees on station and shall ensure that all such persons meet the requirements of employment and conform to the rules regarding, but not necessarily limited to, security, clearance and identification policy, vehicle registration and operation of a POV on station, medial assistance, exchange privileges, and other local rules, guidance, or prohibitions that may apply to their entrance to and employment on station.

C-1.9 Qualifications

C-1.9.1 Essential Personnel

C-1.9.1.1 General: Essential personnel, the corporate executive officer, site manager, and assistant site manager shall have the education, training, experience, and skills necessary to make decisions, direct personnel, and work with individuals at all levels and management and command.

C-1.9.1.2 Resumes: As outlined in Section L, Instructions, Conditions, and Notices to Offers or Quotes, Clause L2.3I, a resume shall be submitted for essential personnel, the Corporate Executive Officer, the Site Manger, and the Assistant Site Manager (full or part time).

C-1.9.1.3 Corporate Executive Officer: To assure continuity between the contracted location/activity and corporate office, the Contractor shall employ an executive who, for the duration of the contract, can make decisions concerning this contract. He/she shall have a complete understanding of the terms and conditions of this contract and shall be experience in the operation and maintenance of fixed and mobile fuel systems to the extent outline herein.

C-1.9.1.4 Site Manager (SM): The Contractor shall employ a site manager. His/her experience shall have included the operation and maintenance of bulk fuel storage and distribution systems/facilities, mobile (aviation and ground fuel) and direct aviation fuel servicing equipment and facilities, service stations (manual and automated), the quality surveillance associated with all levels of aviation and ground fuel support, and fuel administration and accounting principles and practices. He/she shall have had a minimum of five (5) years experience in petroleum services operations. Two years of that experience shall have been supervisory gained within the five years immediately prior to the contract start date. That experience shall have been specialized supervisory training in bulk storage and fuel servicing operations with emphasis in equipment inspection, operation, maintenance, inventory management, and environmental compliance. Education, four years of college level courses in petroleum/industrial related fields may substitute for experience.

C-1.9.1.4.1 Collateral Duties: Other than those administrative duties commonly associated with and carried out by an individual in a management position, the site manager shall not have collateral duties nor shall the position be a collateral duty.

C-1.9.1.5 Assistant Site Manager (ASM): The Contractor shall employ an assistant site manager. Any individual employed shall have a minimum of two years experiences. One year must be supervisory experience gained within five years immediately prior to the proposed hiring date. That experience must be specialized supervisory experience in bulk storage and mobile fuel servicing with emphasis on operations, equipment maintenance, and environmental compliance. Education may be substituted for experience. The minimum educational requirement is two years of college level courses in petroleum/industrial related fields.

C-1.9.1.5.1 Collateral Duties: The assistant site manager may have collateral duties, except that of a dispatcher, however, the position shall not be a collateral duty. Assistant managers elevated to the manager position, short or long term, shall meet the collateral duty restrictions of the manager position.

C-1.9.1.6 Replacement of Essential Personnel: Should it become necessary to replace an essential person, the Contractor shall, to the extent possible, provide the Government advance notice and a resume of the proposed candidate that supports the experience requirements listed above. In an emergency, the installation of new essential personnel shall be followed by a resume of the proposed candidate within 10 working days.

C-1.9.2 Service Personnel

C-1.9.2.1 General: The personnel/position descriptions cited within this section do not dictate or imply that all will be specified or required to staff the contracted activity for which this performance work statement is written. In general, they are statements regarding skill requirements that may be used to identify specific labor needs to man the functions outlined in [Table 1](#), Hours of Operation.

C-1.9.2.2 Skills and Licenses: The tasks outlined herein may require employees have special or specific skills, training, certifications, permits, or licenses. For instance, personnel may be required to operate a Contractor or Government furnished forklift or crane. The Contractor shall be fully responsible for evaluating facility, equipment, and task requirements and providing fully qualified personnel with the appropriate, licenses, permits, credentials, or training certificates needed to accomplish all tasks in accordance with all applicable DOD, USN and USMC, Federal, state, and local laws and regulations. Training certificates may be presented in lieu of licenses if no commercial equivalent license, i.e., forklift operator, exists.

Note

NAVFAC P-300, Transportation Management specifically forbids the issuance of an OF-346 (US Government Motor Vehicle Operator's Identification Card) or NAVFAC Form 11260/2 (Construction Equipment Operator's License) to contract personnel.

C-1.9.2.3 Dispatcher/Computer Operator IV (D/CO): Each Fuel Management dispatcher/computer operator, hereafter referred to as a "dispatcher," shall be computer literate. He/she shall possess sufficient computer skills to use client/server applications in a Microsoft Windows NT environment. Those skills shall include the ability to logon; shutdown; initiate modems; manipulate files; install applications; send and receive email; and to use web browsers to send and receive information. He/she shall also be familiar with the use of Microsoft standard office products such as Word and Excel, other commercial off the shelf applications and utilities; and custom software as may be required to ensure that daily fuel operations are conducted in an effective and efficient manner.

C-1.9.2.3.1 Qualifications: Dispatchers shall be skilled in the use of the DESC Fuels Automated System (FAS). Those skills shall include the use of the real time dispatch system, the manipulation data within the Fuel Manager system and the related fuel management modules and status board systems. The dispatcher shall be capable to analyzing hardware/software related problems to maintain accurate input flow, data retrieval, and output validity and/or capable of effectively communicating with remote systems support personnel to resolve computer related problems. In addition, dispatchers shall be knowledgeable of radio communications, instructions/regulations pertaining to fueling and defueling of Government and civilian aircraft, and Government forms used to document aircraft fuel servicing. He/she must demonstrate familiarity with the layout of the base and outlying fields as well as the airfield and aircraft parking areas and restrictions applicable to servicing aircraft within those areas. Individuals acting as dispatchers, shall be capable of to communicate in English, both orally and in writing. Except for those administrative and accounting duties outlined within this PWS, dispatchers shall not have collateral duties.

C-1.9.2.3.2 Fuels Automated System (FAS): The incumbent Contractor and successor for a new contract period actively using FAS shall continue to provide FAS qualified dispatch personnel for the new contract period. New/first time Contractors shall arrange with the Navy Petroleum Office, Code RMB, to have dispatch personnel FAS trained and certified prior to the beginning of the contract start date. Initial FAS training of in place contract dispatch personnel and new contractor personnel will be provided by the Government. Once initial (Government) training of contract personnel has been provided, the Contractor shall be responsible for the continued training of dispatch personnel within the contract organization. Additional DESC funded training of contract personnel may be made available on submission of justification to NAVPETOFF RMB.

C-1.9.2.3.3 Facilities Response Plan (FRP): Duty dispatchers shall also be knowledgeable of emergency notification procedures and serve as the Fuel Management initial point of contact in response to fuel spills relevant to or the responsibilities of the Fuel Department.

C-1.9.2.4 Driver/System Operator (D/SO): Driver/system operators shall be qualified to perform aviation and ground fuel servicing operations (fuel servicing and defueling operations) by mobile refueler, ground fuel servicing truck, and direct fuel servicing systems. Driver/system operators shall pass a Contractor administered base and flightline familiarization test, practical equipment/facility competency tests, and shall be certified, by the Contractor, as qualified and the individuals training records updated prior to the unsupervised operation of any fuel servicing equipment. The Contractor shall re-certify personnel annually or as requested by the COR. Operators shall be familiar with safety regulations applicable to aviation and ground fuel servicing operations on and around the airfield and supported activities and shall demonstrate a practical knowledge of and ability to inspect and maintain fuel servicing equipment and systems.

C-1.9.2.4.1 Licensing. All drivers shall be licensed in accordance with the vehicle operating laws, regulations, and code for the state in which they will operate equipment and shall be/remain in compliance with all such requirements for the duration of their employment under this contract. The Contractor shall ensure that drivers required to operate vehicles and equipment on public roads are licensed for the class of vehicle to be operated on such public roads. Driver records appropriate to the class of license an employee holds, i.e., individual Department of Motor Vehicle (DMV) driving record, and a current record of physical examination or certification shall be maintained by the Contractor and made available for review by the COR on request. The Contractor shall ensure that all drivers' records are kept current for the term of the contract.

C-1.9.2.4.2 Hours of Service of Drivers: The Contractor shall not schedule drivers to work in excess of the rules established by 49 CFR Part 395, Hours of Service of Drivers.

C-1.9.2.5 Motor Vehicle Mechanic (MVM): The Motor Vehicle Mechanic shall be capable of truck chassis, cargo tank, fuel pump/filter system, and component diagnostics, adjustments, maintenance, and repair of contractor owned and operated mobile fuel servicing equipment. The mechanic shall be computer literate to the extent that he/she are capable of understanding, making input to, and extracting information from automated equipment maintenance and status systems such as FAS.

C-1.9.2.6 Fuel Distribution Systems Operator (FDSO): FDS operators shall be qualified to receive, handle, and issue petroleum products, to include recyclable jet fuel and used oils, and complete the accounting and administrative functions related thereto. He/she shall have practical experience in all facets of fuel distribution systems to include, pipeline systems, storage tanks, pumps, valves, fuel monitors and filters, truck fillstands, used oil storage and disposal facilities, and service station facilities (manual and automated). He/she shall be able to convert gauge and temperature readings to quantities of products and shall be able to perform quality assurance functions. He/she shall be able to correlate pressures, temperatures, and quantities as read from various gauges and meters normally found at a fuel facility. Operators shall have a basic understanding of written description and instructions pertaining to facility operations, shall be able to implement cyclic maintenance programs and safety programs relating to all aspects of facility operation and shall have demonstrated expertise in spill cleanup procedures, prevention and control measures, related equipment operation and maintenance. Operators shall have experience in inspecting trucks and other modes of conveyance and be capable of various types of petroleum sampling of storage tanks, trucks, fillstands, etc. Hazardous waste handlers shall be "certified" as required by Federal, State or local laws and Navy/base regulations as applicable.

C-1.9.2.7 Fuel Distribution System Mechanic (FDSM): The Fuel Distribution System Mechanic shall have a minimum of five years experience in the maintenance of fuel distribution systems ranging from ground product service stations to large bulk distribution facilities. He/she shall be capable of inspection, evaluating conditions of, and maintaining fuel storage tanks, pipelines, and piping systems, product pump, filter, meter, gauge, and flow control mechanisms, manifold and valve systems, and other related petroleum system components. He/she shall be capable of detecting/recognizing system component malfunction, misalignment, leak, and adjustment issues and performing scheduled and unscheduled fuel system maintenance within the scope of this PWS. The FDSM shall be capable of removing, repairing and replacing system components, have a basic knowledge of automated tank gauging systems, high/low level alarms, and cathodic protection systems. The FDSM shall also be capable of performing all the duties of an FDSO.

C-1.9.2.8 Fuel Laboratory Technician (FLT): A fuel laboratory technician is not required under this contract.

C-1.9.2.9 Cryogenics Systems Operator (CS/O): Cryogenic system personnel are not required under this contract.

C-1.9.2.10 Fuel Accounting Clerk (AC/F): Beyond the requirements of Section C-2.2.1.4, fuel administrative and accounting personnel are not required under this contract.

C-1.10 Reserve Training

C-1.10.1 Space/Training Obligations: The Government reserves the right to enter and occupy contracted Government facilities and to use systems and equipment to conduct Naval Reserve training and to meet real time military requirements. Full cooperation in the joint use of facilities and systems is expected; however, the Contractor is not obligated to relinquish control of facilities required to fulfill its contractual commitments, provide training services to Reserve personnel, or provide access to or use of contractor owned equipment.

C-1.10.2 Training Schedules: To the extent possible and practical, the Government will provide advanced notification of reserve training schedules to the Contractor.

C-1.11 Correspondence and Visits

C-1.11.1 Notification: The Contractor shall notify the COR of any and all visits or notice of intent to visit the Contractor, its employees, or the contracted facilities by any federal, state, or local office/agency, or contract corporate officer. Except for that considered to be company or proprietary documentation, the Contractor shall provide the COR copies of all correspondence resulting from such visits.

C-1.12 Information and Records Management

C-1.12.1 General: Documents held or generated by the Contractor may take the form of personnel files, i.e., individual driver and training records, company records and reports such as internal monthly management reports, and Government information and accounting files such as inventory reports or transaction documents generated in response to this contract. With the exception of that correspondence considered internal company management records, all correspondence, records, to include Contractor's owned equipment history records, files, reports, and documents, manual or automated, generated by or provided to and maintained by the Contractor shall be open and readily available to Government inspection, review, and audit for the duration of the contract and any subsequent and contiguous contract periods. On termination of the contract, all of the aforementioned records except personnel driver and training records, Contractor's owned equipment history records, and internal company management records, all considered Government property, shall be turned over to the Government.